

SECTION 8 CONTRACT ADMINISTRATION CONTRACT RENEWAL SPECIALIST

GENERAL CHARACTER OF DUTIES:

SUMMARY: Under the general supervision of the Section 8 Administrative Coordinator and is responsible for renewing all contracts relating to project-based Section 8 multifamily properties.

Examples of Duties and Responsibilities: Adjusts contract rents in accordance with HAP contracts and HUD requirements, analyze project budgets and replacement for reserves, review comparability studies, approve/disapprove requests from owners for special adjustments, coordinate efforts with jurisdictional HUD office to administer tenant-based assistance for opt-outs and terminations, analyze owner utility allowance schedules, prepare and coordinate all required documentation for HAP opt-outs, contract terminations, and renewal of contracts, reports information into the appropriate HUD database, as well as the THDA database.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in business, finance, or related fields, and one year experience in administering contracts/regulatory agreements or technical experience in HUD program administration. Four years experience in administering contracts/regulatory agreements or technical experience in HUD program administration may substitute for a bachelor's degree. These qualifications express the minimum standards of education and experience of an applicant for this class. Other combinations of education and experience may be deemed acceptable.

Knowledge and Abilities: Ability to deal with complex multifamily property issues and programs; ability to read and interpret regulations, laws, agreements. Must have the ability to determine and make accurate mathematical calculations. Must be computer literate and highly organized. Essential to be highly accurate in working with complex issues and materials. Must be self-sufficient. Must have excellent communication skills (verbal and written) and must have ability to interact and communicate well with owner/agents, HUD personnel, other professional entities, residents and other staff members.

Must possess a valid driver's license.

Salary Grade: 024

Salary Range: \$2,305 - \$3,703 per month

Please submit letter of interest and resume by September 23, 2003 to:

Executive Director
Tennessee Housing Development Agency
404 James Robertson Pkwy. – Box CRS
Nashville, TN 37217

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